UNITED
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Secretariat

ST/IC/1995/63
21 September 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/390 on placement and promotion, i.e. effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in August 1995.

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PLACEMENT AND PROMOTION
1 July to 31 July 1995

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
PROMOTION				
Kandil, Mohamed Khamis	M	DAM/OCSS	DAM/OCSS	P-4

Mr. Kandil's name was inadvertently omitted from information circular ST/IC/1995/49.

PLACEMENT AND PROMOTION
1 August to 31 August 1995

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
PROMOTION				
Abu-Nassar, Helen	F	DAM/OHRM	DAM/OHRM	P-3
Lyn, Leroy	M	DAM/OCSS	DAM/OCSS	P-3
Seckler, Alain	M	UNOG	DAM/OHRM	P-3
Suzuki, Rie	F	DAM/OHRM	DAM/OHRM	P-3
Chaki-Kawamura, Kumiko	F	DAM/OHRM	DAM/OHRM	P-4
Danilevsky, Constantine	M	DAM/OCSS	DAM/OCSS	P-4
Dussault, Normand	M	DAM/OHRM	DAM/OHRM	P-4
Guimaraes, Roberto	M	ECLAC	ECLAC	P-4
Hervella-Rodriguez, Beatriz	F	DAM/OCSS	DAM/OCSS	P-4
Mitsui, Kiyohiro	M	DAM/OCSS	DAM/OCSS	P-4
Zupka, Dusan	M	DHA/UNDRO	DHA/UNDRO	P-4
Antonini, Blanca	F	DPA	EOSG	P-5
Edwards, Kenneth	M	DAM	DAM	P-5
Oodit, Deonanan	M	DPCSD	DPCSD	P-5
Wollstein, Edda	F	ECLAC	ECLAC	P-5
Schmidt, Harriet	F	RCNYO	DAM	D-1
Hayashi, Moritaka	M	OLA	OLA	D-2
TRANSFER				
Chakravorty, Tarun	M	ESCWA	UNCHS	P-3
Stoessel, Claire	F	UNOG	DAM/OCSS	P-4

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Secretariat

ST/IC/1995/64
21 September 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/390 on placement and promotion, i.e. effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in August 1995.

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PLACEMENT AND PROMOTION

1 August to 31 August 1995

	Name	Gender	Releasing Dept/Office	Receiving Dept/Office	Post Level
Promotion					
	Pointner, Gunther	M	DAM/OCSS	DAM/OCSS	TC-5
	Zakovic, Milan	M	DAM/OCSS	DAM/OCSS	TC-7
	Koutsoftas, Teddy	M	DAM/OCSS	DAM/OCSS	TC-8
	Anderson, Victoria	F	OLA	OLA	G-5
	George, Miguel	M	DAM/OCSS	DAM/OCSS	G-5
	Ibarra, Consuelo	F	DDSMS	DDSMS	G-5
	Mckenzie, Fay	F	DPKO	DPKO	G-5
	Meier-Moree, Heidi	F	DPKO	DPKO	G-5
	Veliz, Michelle	F	DPKO	DPKO	G-5
	Alvarez, Josefina	F	DAM/OHRM	DAM/OHRM	G-6
	Bakr, Rita	F	DPA	DPA	G-6
	Raj, Cyndy	F	DPKO	DPKO	G-6
	Chance, Blondel	M	DDSMS	DDSMS	G-7
	Pana, Evelyn	F	DAM/OHRM	DAM/OHRM	G-7

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Secretariat

ST/IC/1995/65
29 September 1995

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: SPECIAL ARRANGEMENTS IN CONNECTION WITH THE VISIT OF HIS HOLINESS POPE JOHN PAUL II

1. His Holiness Pope John Paul II will visit the United Nations on Thursday, 5 October 1995. He will address first the General Assembly and then the staff of the United Nations. It is expected that a great many of the staff will want to see the Pope. In the interest of ensuring that the staff can avail themselves to the maximum extent possible of the visit of His Holiness, as well as to ensure his safety and comfort, special arrangements have been made for this event, and will be in place during the day of his visit from 8 a.m. to 2 p.m.

Closure of the United Nations buildings and of First Avenue to the public

2. The Headquarters buildings will be closed to the public on 5 October from 8 a.m. to 2 p.m. All appointments and meetings should be scheduled bearing this in mind. In addition, the section of First Avenue in front of the United Nations and some streets leading to the United Nations will be closed to traffic by the local authorities from 8 a.m. until the departure of His Holiness.

Access to and within Headquarters buildings

3. Staff members and other authorized personnel will be admitted to the United Nations premises upon presentation of a valid United Nations identity card (grounds pass). The designated crossing points on First Avenue are 42nd and 45th Streets. Staff members may cross First Avenue at 42nd or 45th Street upon presentation of their identity cards. These designated crossing points will be closed to all pedestrian movement during the arrival and departure of His Holiness. It is advisable that all personnel arrive at these crossing points well before 8.30 a.m. In the event that a staff member arrives when the 42nd and 45th Street crossing points are closed, he or she may cross First Avenue at 49th Street and enter the building via the garage entrance at 48th Street.

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4. As usual, parking in the United Nations garage will be reserved for vehicles with regular or temporary parking permits. However, owing to space limitations, not all vehicles can be accommodated. Staff members wishing to avoid delays or inconvenience should plan to arrive before 8 a.m. As indicated in information circular ST/IC/1995/57, all vehicles entering the premises are subject to search.

5. The North Garden will be closed until 2 p.m.

6. In order that the staff may enjoy the greatest advantage from the visit of His Holiness, and bearing in mind space, logistics and security considerations, access to and within Headquarters buildings will be restricted. Regrettably, family of staff members will not be permitted to participate in the events of the day. As access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard.

7. Further, individuals holding the following passes will not be allowed access to Headquarters buildings from 8 a.m to 2 p.m. on 5 October: temporary, courtesy, retiree or library.

8. Access to the second floor of both the General Assembly and the Conference buildings will be allowed only to staff members with official business. Special restricted-area passes for those areas, issued for 5 October only, will be required for staff members and other personnel who have official business there. Passes issued for the fiftieth session of the General Assembly allowing access to restricted areas will not be honoured. A valid United Nations identification card must be worn visibly, together with the special restricted-area pass. Executive or administrative offices should supply the names of the personnel who require access on 5 October to those restricted areas to the Chief of the Security and Safety Service by noon on Tuesday, 3 October. This list should also indicate the specific purpose for their presence in those areas. The phrase "official business" will not suffice.

Address to the General Assembly

9. His Holiness will address the General Assembly at 11 a.m. As it is expected that the General Assembly Hall will fill to capacity for this event, arrangements have been made to accommodate delegates in Conference Rooms 1 and 4 (floor only) and the Economic and Social Council and Trusteeship Council Chambers, to watch the address by the Pope via closed-circuit television. Staff members will not be permitted in the General Assembly Hall or the above-mentioned conference rooms at this time.

10. Representatives of accredited non-governmental organizations with valid identity cards and tickets will be invited to watch the address by the Pope to the General Assembly in Conference Room 1. These tickets will be available through the Non-Governmental Organizations Section of the Department for Policy Coordination and Sustainable Development and the Department of Public Information.

Special address to staff members

11. The programme for the day includes a special address by His Holiness to the staff of the United Nations, which is scheduled to take place in the General Assembly Hall at 12.30 p.m. In connection with the admission of staff members to the General Assembly Hall, a number of tickets will be issued to each department or office for distribution by the executive or administrative office to staff members who wish to attend the special address in the General Assembly Hall. The number of tickets issued will be based on seating capacity in the General Assembly Hall and will be divided and distributed according to the size of each department or office.

12. Once His Holiness has concluded his address to the General Assembly and the delegates have left the General Assembly Hall, seating for staff members will begin. The Security and Safety Service will designate an area on the first floor of the General Assembly building where staff will gather starting at 11 a.m., prior to being admitted into the Hall. Entrance into the Hall is expected to begin at about noon and will be conducted in a staged, orderly manner with the assistance of the Security and Safety Service. Staff members who plan to attend are requested to secure all purses, attaché cases, coats and other personal belongings in their offices or in safe keeping elsewhere, in order to expedite the flow of movement from the waiting area into the General Assembly Hall, as well as for security reasons.

13. Tickets will also be made available by the respective executive or administrative offices for staff members to watch the special address to the staff by His Holiness on closed-circuit television in Conference Rooms 1 and 4 (floor only) and in the Economic and Social Council and Trusteeship Council Chambers. Entry to and exit from the Chambers will be via the third floor only.

TYPES OF TICKETS PROVIDED TO STAFF

General Assembly Hall	
General Assembly floor	Grey
Third balcony	Grey A
Fourth balcony	Grey B
Conference Room 1	Yellow
Conference Room 4	Blue
Economic and Social Council Chamber	Green
Trusteeship Council Chamber	Buff